



AMERICAN  
**STRUCTUREPOINT**  
INC.

August 6, 2009

Mr. David M. Buck, PE  
City Engineer  
City of West Lafayette  
609 West Navajo Street  
West Lafayette, IN 47906

Re: Task Order No. 5 – TE Grant Application  
Proposal No. IN20081401

Dear Mr. Buck:

American Structurepoint, Inc., is pleased to provide the following proposal for Task Order No. 5 – Transportation Enhancement (TE) grant application for Cattail Trail from Lindberg Road to Neil Armstrong Drive along Northwestern Avenue. All terms of the Master Professional Services Agreement dated December 16, 2008, between American Structurepoint and the City of West Lafayette shall apply to this task order.

**PROJECT SCOPE**

- 1) Coordination with the West Lafayette Parks Department
- 2) Opinion of probable construction cost of proposed trail
- 3) Drafting of applicable figures to place in grant application
- 4) Provide complete TE grant application, with input from the West Lafayette Parks Department

We will perform these services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

**PROJECT DELIVERABLES**

The project deliverable is a completed TE grant application. Five hard copies, one Microsoft Word version, and one PDF version will be provided.

The services and deliverables will be completed within seven days after we receive notice to proceed.

IN20081401





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## **COMPENSATION**

Compensation for services rendered will be invoiced on an hourly basis, not to exceed \$1,600. A manhour justification is attached for your review.

Full payment of invoices is due within 30 days from invoice date. If payment is not made within thirty (30) days of the date when the payment is due, we may, at our option, and effective upon the delivery of written notice of our intention to do so, terminate the contract or suspend further performance of our services under the contract, and we shall have no liability for delay or damage that results from the termination of the contract or suspension of services.

## **REIMBURSABLE EXPENSES**

No reimbursable expenses are anticipated for this project.

The services listed above represent the total scope of services as we understand it at this time. Should the need for additional services arise, we are willing to provide them for a supplemental fee.

Dave, we thank you for this opportunity and look forward to working with you on this project. The fees for services contained in this proposal are valid for one year from the date of this letter. We are prepared to begin work on the project immediately upon written acceptance of this proposal.

If you have any questions, please feel free to contact our office at (317) 547-5580.

Very truly yours,  
American Structurepoint, Inc.

Jeromy L. Grenard, PE  
Traffic Services Manager

JLG:mek

Enclosures

**If the terms of this proposal are agreeable, indicate your acceptance by returning a signed copy of this letter. We will consider this our notice to proceed.**



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American Structurepoint, Inc. for Task Order No. 5, TE Grant Application

APPROVED:

DATE: \_\_\_\_\_

CITY OF WEST LAFAYETTE  
BOARD OF PUBLIC WORKS AND SAFETY

\_\_\_\_\_  
John R. Dennis, Mayor

\_\_\_\_\_  
Sana G. Booker, Member

\_\_\_\_\_  
Bradley W. Marley, Member

Attest:

\_\_\_\_\_  
Clerk-Treasurer Judith C. Rhodes

**AMERICAN STRUCTUREPOINT, INC.****MANHOUR JUSTIFICATION****PROJECT:** West Lafayette Professional Services Master Agreement**DESCRIPTION:** Task Order #5 - TE Grant Application

<b>WORK CLASSIFICATION</b>	<b>Principal</b>	<b>Project Manager</b>	<b>Project Engineer</b>	<b>Staff Engineer</b>	<b>Clerical</b>	<b>Technician</b>	<b>TOTAL</b>
<b>General Items</b>							
Coordination			4				
Drafting						6	
Cost Estimate			2				
Preparation of Grant Application			4				
TOTAL HOURS	0	0	10	0	0	6	16
HOURLY RATE	\$171.00	\$138.00	\$114.00	\$90.00	\$67.00	\$76.00	
PROJECT FEE	\$0.00	\$0.00	\$1,140.00	\$0.00	\$0.00	\$456.00	\$1,596.00
DIRECT COSTS							\$0.00
TOTAL FEE							\$1,596.00

<b>DIRECT COSTS</b>	<b>UNIT COST</b>	<b>QUANTITY</b>	<b>COST</b>
Printing and reproduction	\$0.13	0	\$0.00
Mileage	\$0.505	0	\$0.00
		TOTAL	\$0.00